# Electronic Bidding Setup

*Nevada Department of Transportation*

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## ELECTRONIC BIDDING

Using all elements of the electronic bidding system detailed below, bidders will be able to:

- Obtain Plans and Specifications electronically

- Prepare and submit bids electronically

- Submit bid bonds electronically

- Submit subcontractor reports and DBE information electronically


## ELECTRONIC PLAN ROOM

Plans and specifications are available at [www.nevadadot.com](http://www.nevadadot.com) via the E-Plan Room


## DIGITAL SIGNATURES

In the Electronic Bidding system (e-Bidding), bid information is entered into a Contractors Desktop Application (CDA) software program.  Completed bids are digitally signed and submitted to a secure vault via the internet.

E-Bidders will be required to provide a digital certificate in order to submit an electronic bid.  Planning ahead will facilitate a smooth transition.  Receiving a digital certificate can take from 2-6 weeks.  Companies will want to make sure they have adequate digital certificates for all employees likely to submit a bid, making allowances for absences and back-up coverage.  Estimating company employees will also need a digital certificate to submit a bid on behalf of a contractor.  Digital certificates cannot be shared under any circumstances - one employee, one certificate.

NDOT has successfully tested the Contractor's Desktop Application and submittal of e-Bids with the following digital certificates:

- IdentTrust "Personal TrustID" ($24 for 1 year)

[http://www.identrust.com/certificates/buy_trustid_personal.html](http://www.identrust.com/certificates/buy_trustid_personal.html)

- GlobalSign "PersonalSign 2" ($60 for 1 year)

[http://www.globalsign.com/authentication-secure-email/digital-id/index.html](http://www.globalsign.com/authentication-secure-email/digital-id/index.html)
***Please note that the GlobalSign PersonalSign 1 certificate is not sufficient for e-bidding***

Please see the above websites for detailed instructions on obtaining your digital certificate and loading it to your computer.

## ELECTRONIC BID BONDING

Electronic bids submitted via the vault can be accompanied by an Electronic Bid Bond. Having an Electronic Bid Bond is the simplest way to submit electronic bids. The companies listed below issue Electronic Bid Bonds. Please contact them directly for assistance in obtaining your Electronic Bid Bonds.

- Surety2000

http://www.surety2000.com

- InSure Vision Technologies, LLC - SurePath

http://web.insurevision.com/nevada-dot

*You may continue to submit paper bid bonds, but they must be received by NDOT prior to the bid opening date and time.*

## DOWNLOADING AND INSTALLING THE CDA

Go to https://exvt.exevision.com/ndot/v1.001/setup-cda.exe



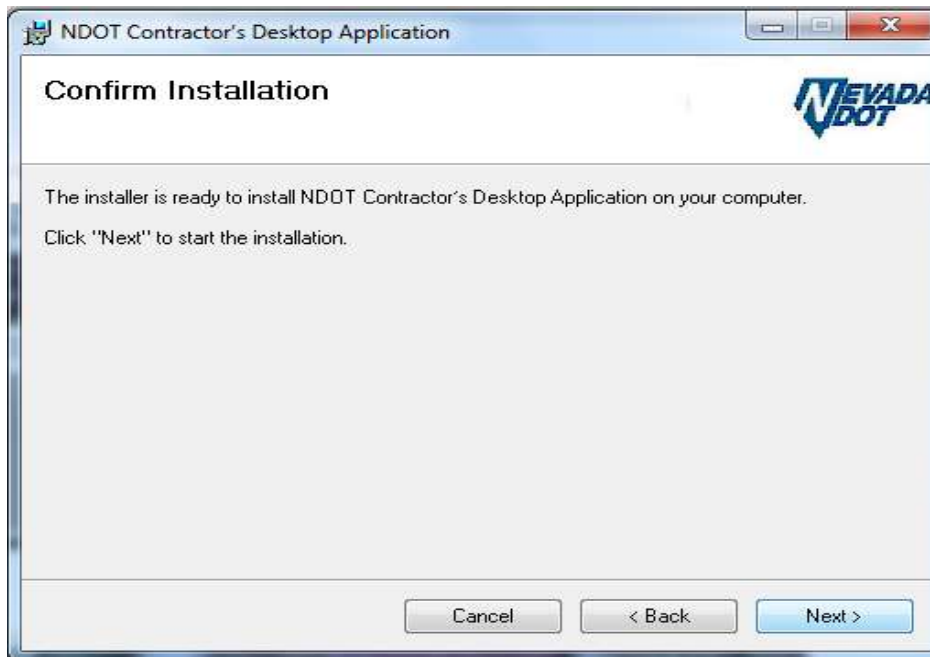Click Run

Click Yes
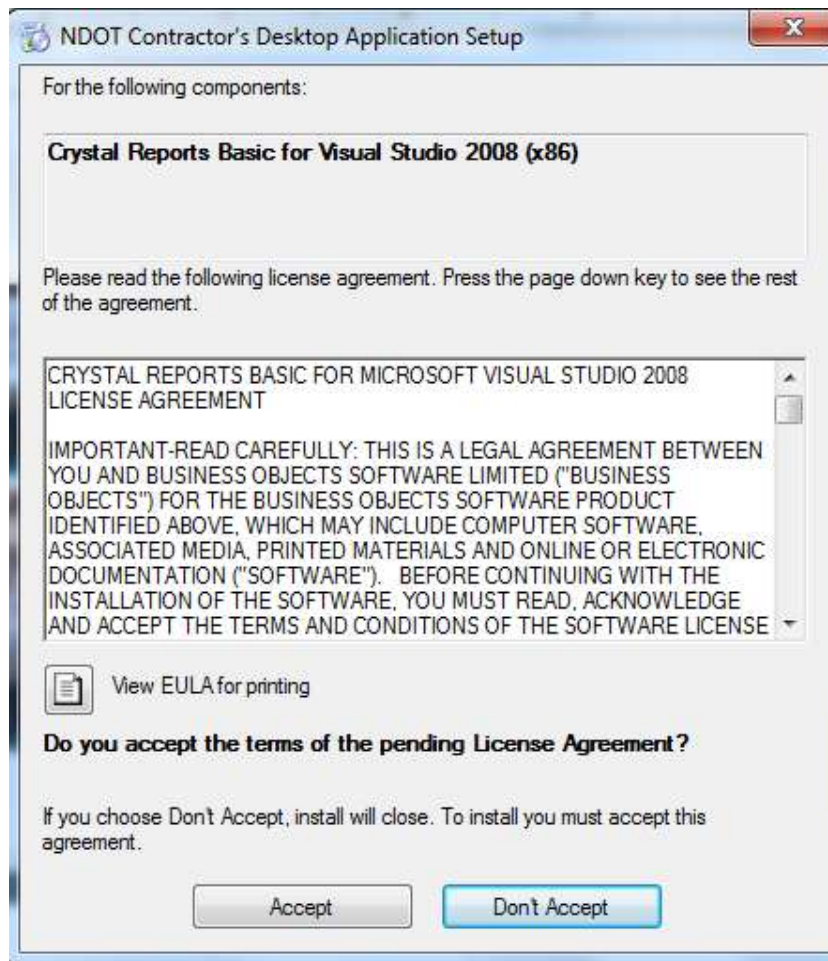


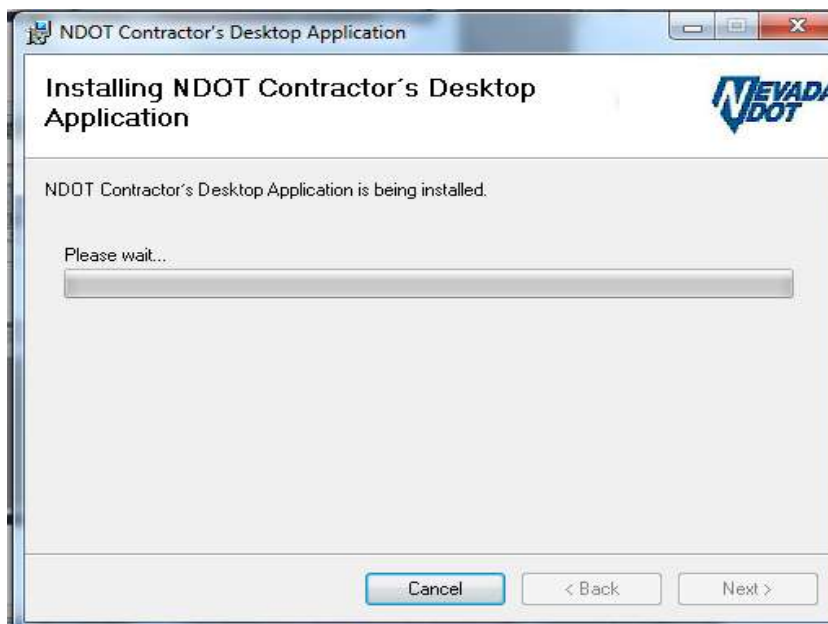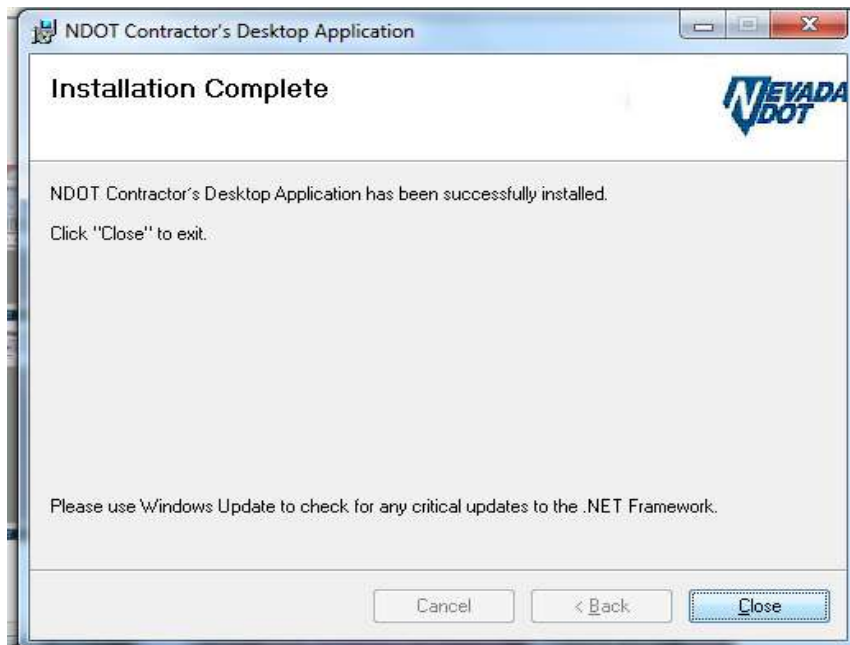Accept the License Agreement
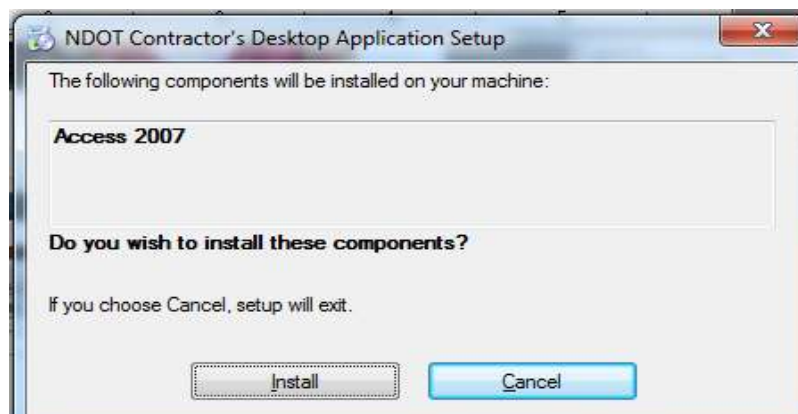


Click Install
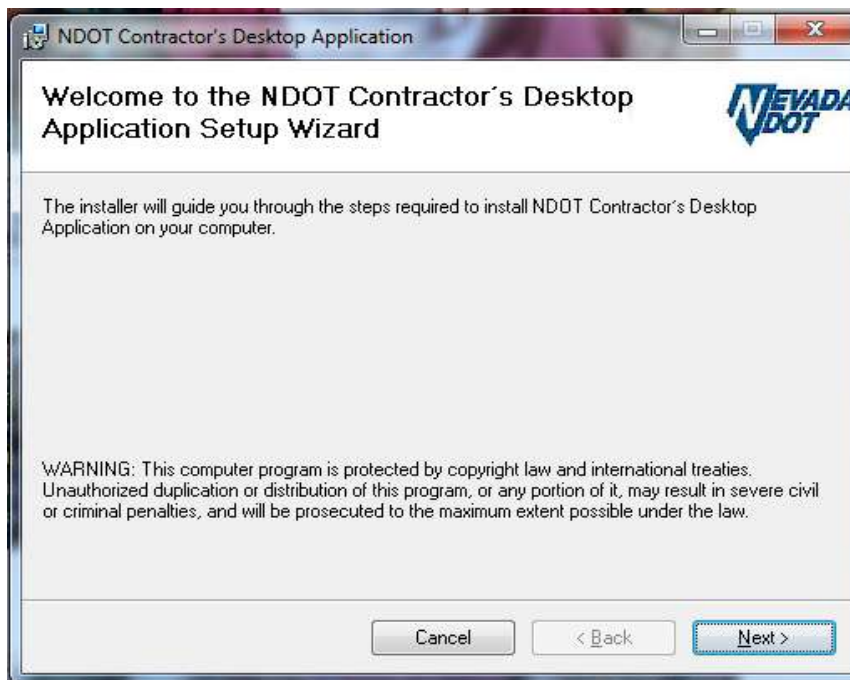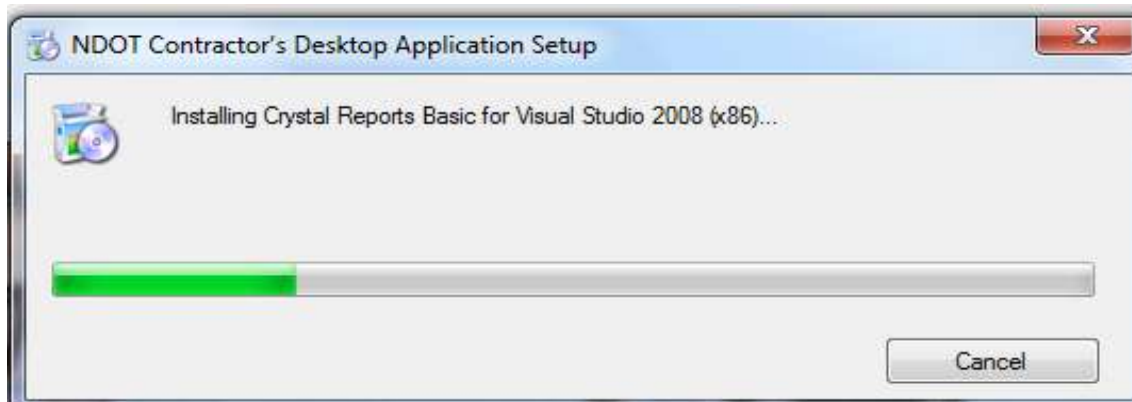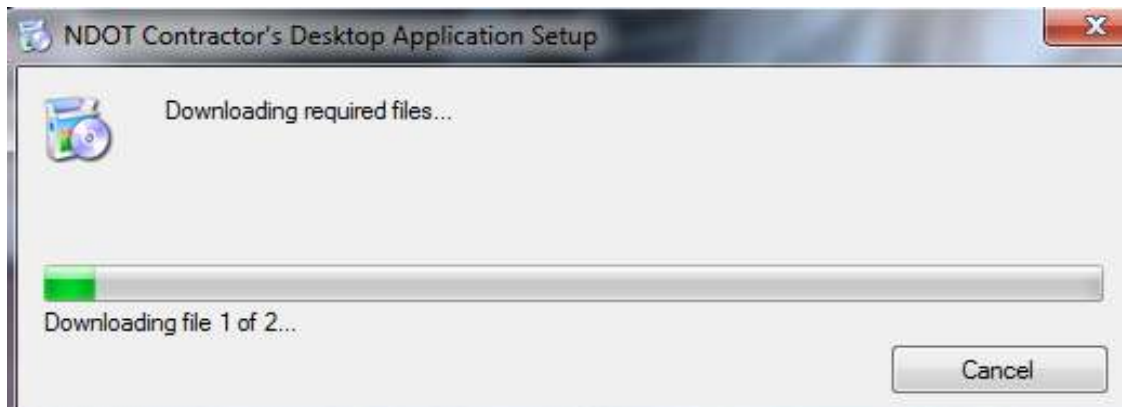
Click Next

Click Next

Click Close.



You should have a NDOT Contractors Desktop Application icon on your desktop.
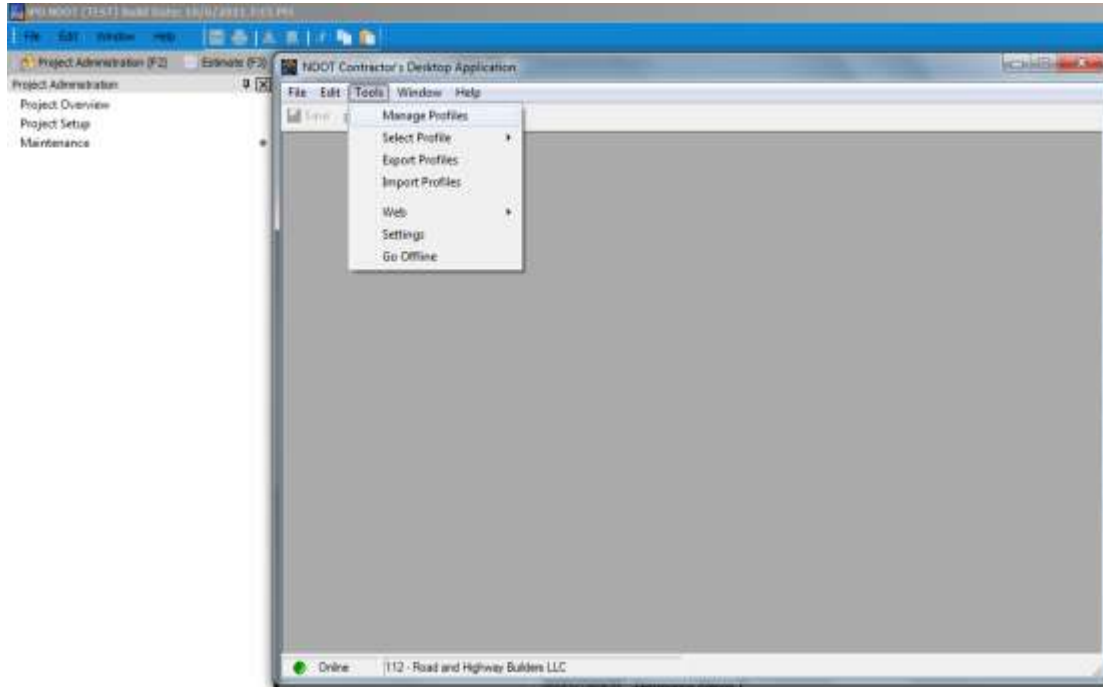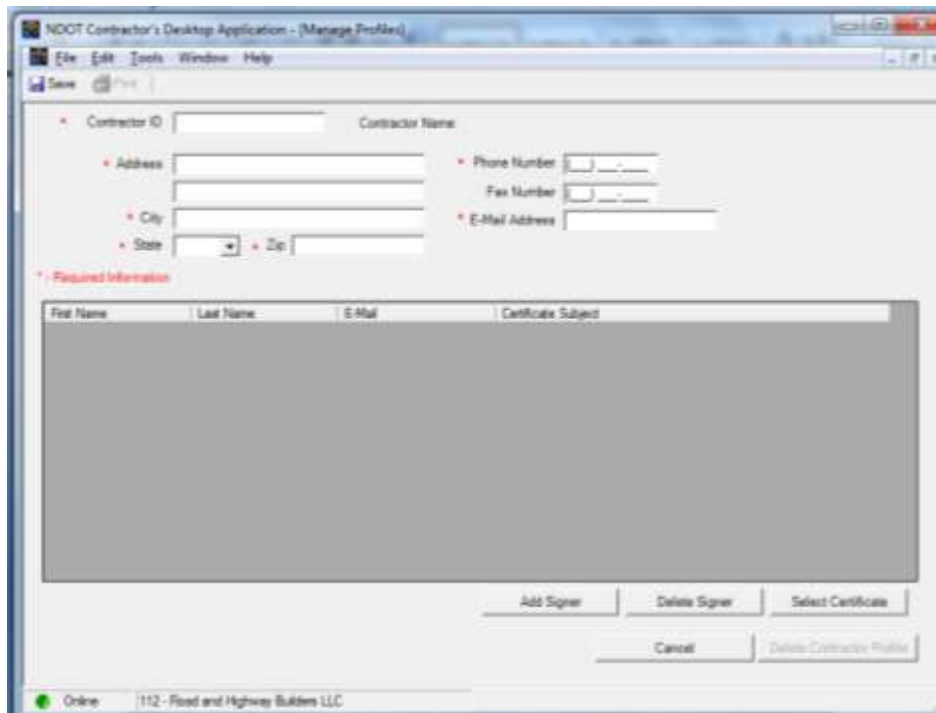
## SETTING UP YOUR PROFILE IN THE CDA

Open the CDA by double-clicking on your desktop icon

Select Tools, Manage Profiles



A blank record appears

Enter the Contractor ID provided to you with your successful prequalification letter and tab out of the Contractor ID field.  Your company name should automatically populate in the Contractor Name field.



Note:  Please contact the NDOT Electronic Bidding Help Desk at (775) 888-7070, option 3, if you don't know your Contractor ID or your name does not automatically populate correctly.

Enter your mailing address **for Contract correspondence**.  This address will show/print out on your bid documents.  Enter a phone number, fax number (optional) and email address, then click Save.

Click Add Signer.

A blank line appears



Enter the first and last name and email address of a person within your organization **with the authority to submit bids**.  Click Save.  Please note:  It is each company's responsibility to have only authorized bidders in their company's Profile.  If a person is listed in a company's profile (and has a digital signature), they will be able to submit electronic bids on a company's behalf.

Continue adding signers as necessary.

## LOADING A DIGITAL SIGNATURE IN THE CDA

Digital signatures need to be loaded into the Profile for each signer.  To load a digital signature into the CDA, the signature owner must:

1. Have followed all instructions and obtained a digital signature from an approved digital certificate issuer (GlobalSign, IdenTrust, etc.)
2. Loaded the digital signature onto the computer
3. Be logged on to the computer (windows/network login) that holds the digital signature.

To load the signature into the CDA, in Tools, Manage Profiles, go to the Certificate Subject field for the signature owner.
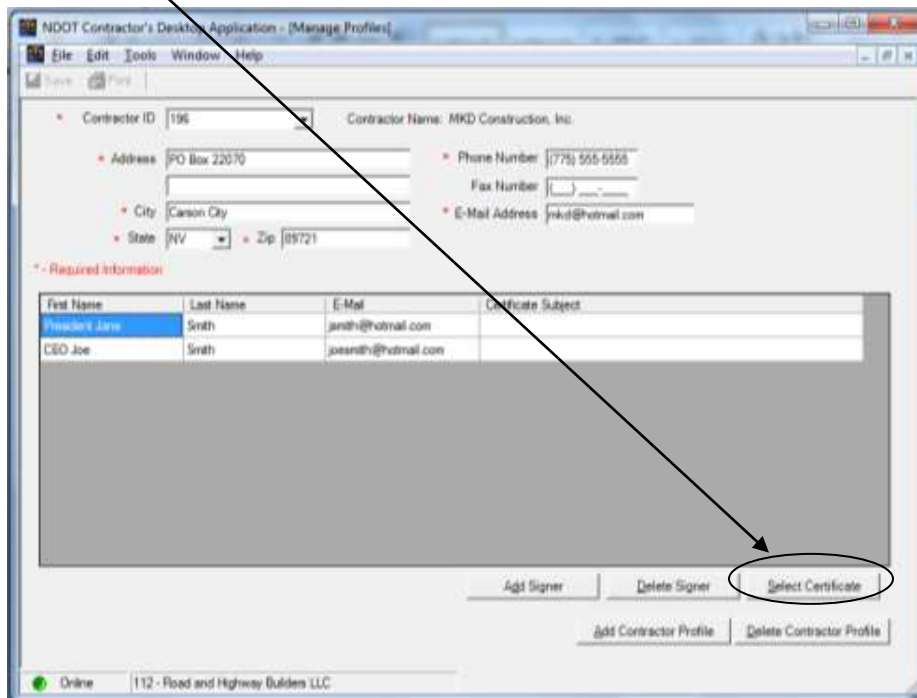
Click Select Certificate.



A window will appear listing digital signatures available for use on that computer.  Select the correct signature.  Click OK.  The Certificate Subject field will be populated with the digital signature code.
Click Save.

You must have each digital signature owner sign on to the computer where the digital signature is loaded, and add their signature to the company profile in the CDA.

## SUBMITTING A DIGITAL SIGNATURE TO NDOT

Once a digital signature is in the CDA, NDOT must receive the digital signature code to import into their iPD (Integrated Project Development) database. iPD matches digital signature codes to CDA digital signatures for bids submitted electronically via the vault. This verifies that bids are only accepted from authorized signers.

To submit your digital signature to NDOT:

Open the CDA, go to Tools, Manage Profiles, and click on the Certificate Subject field for the first digital signature. Copy the line of code **(you must use Ctrl+C to copy, the right mouse click won't work)**, and either:

1. Paste the code into a blank Word or Notepad document. Save the file to a flash drive or CD. Manually submit the flash drive or CD to NDOT. Make sure it **clearly identifies** your company name and the signature holder's name.
2. Paste the code into an email and send it to NDOTContractServices@dot.state.nv.us. **Clearly identify** your company name and the signature holder's name.
3. Paste the code into a blank Word or Notepad document. Print the document, and manually submit it to NDOT (via mail/in person at NDOT Contract Services, 1263 S. Stewart St, #101, Carson City, NV 89712, Ph (775) 888-7070, or fax it to NDOT Contract Services (775) 888-7101. Make sure the document **clearly identifies** your company name and the signature holder's name.

## THE E-BIDDING PORTAL

NDOT has an E-Bidding Portal to accept online Disadvantaged Business Enterprise (DBE) information and State Bidder's Preference information.  The E-Bidding Portal is an area of NDOT's website where bidders can log in and submit their information, including scanned .pdf documents.  Information is transmitted to a secure location within NDOT's server, to be accessed by select employees in Contract Services and Contract Compliance.

Please visit www.nevadadot.com/Doing_Business/Contractors/E-Bidding_Portal.aspx for more information.